



Protected Characteristics Grant Application Form – Guidance

Section 1: Background

This fund has been made available to Local Food Partnerships from the Welsh Government's Ministry of Social Justice Tackling Poverty Team.

[Bwyd Sir Gâr Food](#) is Carmarthenshire's local food partnership. Our aim is to co-create a local food system fit for future generations that produces, promotes and helps provide affordable, healthy and sustainable food for all.

As part of our commitment as a [Sustainable Food Place](#), we are working to build an inclusive food movement in which everyone's voice matters for shaping a place-based approach. We are in the process of developing a Carmarthenshire 'Food Charter' that reflects what Carmarthenshire citizens want for the food system- at a national, local and personal level.

Supported by the Welsh Ministry of Social Justice, with small grants administered by our partners, [Social Farms & Gardens](#), we are particularly keen to ensure that diverse, minority and marginalised voices are enabled to contribute to forming our county's Food Charter. We are offering support for Carmarthenshire organisations to enable them to carry out food related activities and events (e.g., community growing, community cooking and meal sharing events that celebrate cultural diversity and heritage) - specifically with groups with one or more [Protected Characteristics](#).

In addition to bringing people together to enjoy food related activities, the aim will be that these activities or events provide the opportunity to hold workshop/roundtable type '[Food Conversations](#)' to encourage discussion of food related topics including, but not limited to, building community around food activities; health and diet-related disease; fair access to healthy foods; the nature crisis due to unsustainable food production; globally responsible supply chains; food skills and education; and food production's impact on the climate.

For successful applicants, an optional toolkit to support with carrying out these activities will be provided. This will include local, national and international resources, some of which can be found on the Food Farming & Countryside Commission's [Food Conversations](#) resource page.

Section 2: Grant aims and reporting

Types of discrimination ('Protected Characteristics')

Outlined by the Equalities Act 2010, protected characteristics were defined in law to prevent workplace discrimination to anyone due to the following:



- age
- gender reassignment
- being married or in a civil partnership
- [being pregnant](#) or on maternity leave
- [disability](#)
- race including colour, nationality, ethnic or national origin
- religion or belief
- sex
- sexual orientation

However, people within these groups can remain underrepresented. The aim of this fund is to ensure that everyone has equal opportunity to participate in activities, events and discussions related to shaping the food system.

Following your activity, you will report back key insights from the food conversations highlighted by the groups with one or more protected characteristics in Carmarthenshire. Feedback could be in the form of a short-written piece, audio clips, video and/or photos and will contribute to Carmarthenshire's Food Charter. Participants will need to be aware that this evidence will be shared and that it might be used for wider audiences, and that there is written consent or optout options obtained.

Participants in this grant scheme will offer the opportunity to form the basis of a diversity and inclusion network within Bwyd Sir Gâr Food, with the potential of future group-led co designed and co-created activities and events.

Section 3: Application form guidance

Applications can be completed via the [Google Form in English](#) or [Cymraeg](#), alternatively you can request a paper copy by emailing wales@farmgarden.org.uk.

The Google Form cannot be saved and continued later so we suggest reading the questions, preparing your answers and completing in one go.

Q1.2 - *Constituted community group* - A community group which is formed to address issues or meet needs arising within the local community who have drawn up a written agreement, a constitution, between the organisation and its members.

A registered charity is an organisation that is registered with the Charity Commission and is dedicated to charitable purposes.



Social Enterprise - a business with primarily social objectives whose surpluses are principally reinvested for that purpose in the business or in the community, rather than being driven by the need to maximise profit for shareholders and owners. May be registered as a Community Interest Company (CIC) or Cooperative Society.

A charitable incorporated organisation (CIO) is a corporate body (like a company) with a constitution that is registered with and regulated by the Charity Commission.

Q3.1 – A brief description of your organisation’s purpose

Q3.2 - Organisations’ policies are a set of written guidelines that outline how a business operates. We would expect all organisations working in this area to have these three policies as a minimum, if you don’t, please let us know why – we may be able to help you with templates to develop your own.

Q3.3 - Additional policies could include governance policies, fundraising policies, compliance policies etc.

Q3.4 - Public Liability Insurance: Protects businesses from the costs of claims made by the public for injuries or property damage that occur during business activities.

Q4.1 - Co-production - We are looking for projects where those who will benefit are also involved in the design and the delivery; we expect to see the needs, preferences and experiences of the intended project beneficiaries being clearly taken into account. Contact us if you’d like further guidance.

Q4.2 - See information above regarding Protected Characteristics.

Q4.3 - For example: activities delivered in Welsh, bilingual promotional materials etc. Whilst Welsh is not a Protected Characteristic, it is a minority language and we are therefore keen to promote its amplification.

Q4.4 - Please provide a breakdown of how you are planning to spend the grant by detailing proportions of the grant allocated per category. Spend can cover any relevant activities that take place between 1 February and 30 April 2025. It must not include activity that has funded by another source (“double funding”). All grants will be £2,000.

Q4.5 - Refer to the assessment guidance below. This question is your chance to explain what you will do, why you are the best organisation to do this activity and why it is important.



Q4.6 - Refer to the assessment guidance below. It's important that we can collect the insights provided by marginalised voices through your activities, how will you share these with us? How might your group continue to be involved in the Sustainable Food Movement in Carmarthenshire.

Q4.7 - Remember to include the supporting documents.

Completed Google Forms need to be submitted – a confirmation screen will display once it has been submitted. Please email us if you wish to check that your application has been received.

Supporting evidence should be emailed to wales@farmgarden.org.uk with "Carmarthenshire Small Grants Supporting Evidence" in the subject line.

Section 4: How we will assess the applications

Timeline

Application deadline: Wednesday 12th March, midnight

Awardees notified: Monday 17th April

Project delivery and reporting: Sunday April 27th

A team from BSGF will start assessing applications on Thursday 13th March – we cannot accept late applications.

Firstly, we will check all essential criteria:

- Based/working in Carmarthenshire
- Not for profit organisation
- Safeguarding policy (if you don't have this policy, please explain why)
- Health and safety policy (if you don't have this policy, please explain why)
- Equalities policy (if you don't have this policy, please explain why)
- Public liability insurance certificate
- Budget provided

All applications that meet these criteria will then be assessed against these criteria:

Assessment	Weighting	Notes
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Involvement* of people with Protected Characteristics	40%	We are looking for organisations and activities where there is real involvement of people with experience of living with a Protected Characteristic at all stages and levels.
Innovative and appropriate use of the Food Conversation toolkit	20%	Using the toolkit in a way that meets the needs of people with a specific Protected Characteristic. Considered activity/event planning that integrates with other work/priorities.
Commitment to provide feedback and engage in legacy activity	20%	How will you provide feedback that can be incorporated into Carmarthenshire's Food Charter. Use of food activities to encourage further engagement in the Sustainable Food Movement.
"Extra something" that we haven't envisaged	10%	We don't know what applicants will propose and you know your work best, this is an opportunity for you to score higher because you provide an opportunity that we hadn't considered for assessment prior to you mentioning.
Value for money	10%	We are not looking for cheap activities, but expect the public funds to be used wisely and fairly.

* Visit <https://copronet.wales/> for more information about "involvement" in a Welsh context.

Whilst Welsh Language is not a Protected Characteristic, we recognise that Cymraeg first language speakers can be marginalised in these conversations so are keen to support organisations and initiatives that are taking proactive steps to increase the presence of Welsh voices.

The highest scoring applications will then be reviewed in order to ensure a strong geographical spread, involvement of different demographics and Protected Characteristics.

Once your grant offer letter has been signed and returned, we will release 75% of the funds to carry out your activities. The final 25% will be awarded once the reporting has been completed. If you require all funds up front, please get in touch and we will try to accommodate your request.

If you have any further queries, please contact wales@farmgarden.org.uk. Diolch.